



Accountant II (Payroll)

City of Miami Gardens, FL. (107,000)

Posted Date: 03/05/2010

Deadline: 03/19/2010, or until filled.

Starting Salary: \$48,172 min. to \$60,214 mid. /DOQ

Nature of work:

This is advanced technical and clerical work in the City's centralized personnel-payroll operation. The incumbent also assist in grant accounting and other accounting functions. Employees in this class are responsible for performing a variety of complex tasks in the processing of personnel and payroll information. Duties include determining employee pay under various circumstances in accordance with established rules and procedures, calculating and posting money adjustments to the payroll and attendance record, reviewing and auditing payroll calculations and leave entries prepared by other employees, totaling payroll calculations, transcribing and entering information into a computer terminal, and performing other duties in support of a centralized personnel-payroll system. Supervision is received from the Assistant Finance Director/Controller who periodically reviews work in progress and upon completion for accuracy and thoroughness in completing assigned responsibilities.

Minimum Requirements:

Bachelor's degree in Finance or Accounting with five (5) years of experience maintaining fiscal, payroll or related personnel records. Considerable experience in computerized payroll systems and procedures.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street; Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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